

**ADMINISTRATIVE PROCEDURES FOR ACCEPTANCE**  
**BUILDING PERMIT APPLICATION CHECK LIST**

PERMIT # \_\_\_\_\_

- ☐ 1. One (1) full set of folded plans (**min. 24" x 18"**) showing:
  - Elevations
  - Floor Plan
  - Cross Sections/Detail
  - Foundation/Footing
  - Electrical/Plumbing/Mechanical
  - Meter base location and amperage of service along with breaker panel location
  - 2 sets of fire sprinkler plans when required
- ☐ 2. One (1) Plot Plan on **8½ x 11** paper with dimensions from property line to building (set backs) – **Stamped by the A.R.C. when applicable.**
- ☐ 3. Two (2) RES checks 2003/2006 for residential (Insulation requirements where applicable).
- ☐ 4. Engineering/Architect Certification (when applicable) showing:
  - Load Calculations for Power
  - Fixture Unit Count both Potable and Drainage
  - Wind Load Design
  - Geotechnical Report (when applicable)
  - Material Specs (when applicable)
- ☐ 5. Two (2) Gas Piping Diagrams on **8 ½ x 11** paper showing BTU's for each appliance; pipe size and footage (follow sample on page 2).
- ☐ 6. Complete Building Permit Application with **Contractors Signature and License No.**
- ☐ 7. [Hold Harmless Agreement](#) signed.
- ☐ 8. Certificates where applicable.

APPLICANT \_\_\_\_\_

